

**CITY OF CARLSBAD
SUBMITTAL CHECKLIST
ADJUSTMENT PLAT**

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Boundary Adjustments and Certificates of Compliance in the City, those submitting Boundary Adjustments and Certificates of Compliance for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the check print package. This checklist is a part of the review comments.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Engineering Plancheck Application form completed and signed by the owner/applicant
(Distribution: Original to Planchecker, copy to File).
- ☐ 2. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted
(Distribution: Original to Planchecker, copy to File).
- ☐ 3. Letter from the property owner or applicant to City Engineer requesting the Lot Line Adjustment and explaining the reason for said request.
- ☐ 4. Four (4) sets of Plats on standard 8 1/2" X 11" sheets (Distribution: 1 Planchecker, 1 File, 1 Planning, 1 Building Dept.).
- ☐ 5. Four (4) sets of Legal Descriptions typewritten in metes and bounds format on 8 1/2" X 11" sheets separate for each newly adjusted lot(s) or parcel(s) (Distribution: 1 Planchecker, 1 File, 1 Planning, 1 Building Dept.).
- ☐ 6. Two (2) sets of Traverse Calculations (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) sets of Policy of Title Insurance (issued within 6 months of application) or Preliminary Title Report (issued within 30 days of application) separate for each parcel or lot being adjusted
(Distribution: 1 Planchecker, 1 File).
- ☐ 8. Copies of Vesting Deeds for each parcel or lot.
- ☐ 9. Partnership certificate(s) and signature authorizations if other than individuals.
- ☐ 10. Fees (see current fees schedule).

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

COMMENTS _____

SEE REVERSE SIDE

CITY OF CARLSBAD
SUBMITTAL CHECKLIST
ADJUSTMENT PLAT

City Project No. _____ City Project Name _____
City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist.
- ☐ 3. Four (4) sets of the corrected Plat (Distribution: 2 Planchecker, 1 File, 1 Planning).
- ☐ 4. Four (4) sets of the corrected Legal Descriptions for each newly adjusted lot(s) or parcels (Distribution: 2 Planchecker, 1 File, 1 Planning).
- ☐ 5. Two (2) sets of the corrected Traverse Calculations (Distribution: 1 Planchecker, 1 File).
- ☐ 6. All previous checkprints of Plat, Legal Descriptions, Traverse Calculations and other documents.
- ☐ 7. Two (2) sets of Preliminary Title Report (Distribution: 1 Planchecker, 1 File).
- ☐ 8. Comments from other departments: Planning____, Building____, Other____.
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE BOUNDARY ADJUSTMENT AND ISSUANCE OF THE CERTIFICATE OF COMPLIANCE:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist.
- ☐ 3. Original ink on mylar or photomylar of the corrected Plat with original signature and seal of the Engineer or Surveyor of Work and with original signatures of the owner(s), applicants(s) and lender trustee or beneficiary (when applicable).
- ☐ 4. Four (4) sets of the corrected Legal Descriptions for each newly adjusted lot(s) or parcel(s) signed and sealed by Engineer or Surveyor of Work (Distribution: 3 Planchecker, 1 File).
- ☐ 5. Two (2) sets of the corrected Traverse Calculations signed and sealed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker).
- ☐ 6. All previous checkprints of Plat, Legal Descriptions, Traverse Calculations and other documents.
- ☐ 7. Two (2) sets of Preliminary Title Report dated within 30 days (Distribution: 1 Planchecker, 1 File).
- ☐ 8. Approvals from other departments: Planning____, Building____, Other____.
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____